

LINCOLN WATER COMMISSIONERS

October 14, 2015

Regular Meeting

The regular monthly meeting of the Lincoln Board of Water Commissioners was held at the Lincoln Water Commission office with Commissioners Frederick Conklin, Rene Lapierre, Edward Fox, Eric Fox and George Hadley present. Also present were Water Superintendent Romeo Mendes, Assistant to the Superintendent Lewis Prescott, Foreman Jean Gagnon, the field crew and Maureen Smith.

The meeting was called to order at 6:00 p.m. by Commission Chairman Frederick Conklin.

PUBLIC COMMENT

Public comment was re-opened at the end of the October 14, 2015 meeting.

Motion to move agenda items 11 a. – Skyview Drive – Request for Abatement of TON Fee and 11 c. – William Lima – Employment Agreement and Private Contractors to the front of the meeting passed unanimously.

11 a. – Skyview Drive – Customers from Skyview Drive requested an abatement of the TON fee for discontinuation of service for non-payment. Request was based on a final notice received regarding payment.

Commissioners reviewed the account and advised the customers they would take the request under consideration and respond by mail. Commissioners thanked the customers for coming in.

Commissioners moved to deny the request based on customer history and not following the agreed upon payment plan signed by the customer. Superintendent Mendes will send the decision by mail to the customer.

Motion to deny request for abatement of TON Fee passed unanimously. (RL-Eric F)

11 b. – William Lima – Employment Agreement and Private Contractors – Mr. Lima addressed the Commissioners regarding his past employment with the Commission. Commissioners thanked Mr. Lima for attending the meeting.

Motion to return to the regular order of business passed unanimously. (RL-Eric F)

Superintendent Mendes requested that the Superintendents Report be pulled from the Consent Agenda.

CONSENT AGENDA –

Motion to pull the Superintendents Report from the Consent Agenda and be heard in the regular order of business passed unanimously. (RL-GH)

Motion to approve the Consent agenda as amended passed unanimously. (Eric F–Ed F)

The following items were approved on the consent agenda for the September 9, 2015 meeting:

- September 9, 2015 Regular Meeting Minutes**

- **September 2015 Capital Accounts**
- **September Monthly Abatements**
- **September Account Transaction Report**
- **September Correspondence – None**
- **September News Articles – None**

MINUTES

- **September 9, 2015 Executive Session**

Motion to accept the September 9, 2015 Executive Session minutes passed unanimously. (Eric F-Ed F)

SUPERINTENDENTS REPORT

The Superintendent advised the Commission that during the month of September he authorized maintenance around the tanks, which included mowing, tree cutting and brush removal by a private contractor. The Superintendent also reported about repairs to a hydrant and other routine maintenance that was not included in the monthly report.

Motion to accept the September Superintendents report passed unanimously. (GH-RL)

MONTHLY FINANCIAL REPORT

The September 2015 operating and revenue report was presented to the Board for approval.

Motion to accept the expenditure and revenue report for the month of September 2015 passed unanimously. (Eric F-Ed F)

Motion to send the monthly financial status report for September 2015 to the Town Finance Director passed unanimously. (Eric F-Ed F)

OUTSTANDING BALANCE REPORT

The outstanding balance report for the month of September 2015 was reviewed by the Board and will be placed on file.

The outstanding balance due over 120 days for September was \$56,125.00. This amount is lower than the August 2015 report and is the lowest amount reported to the Commission. Commissioners expressed gratitude to the collections clerk for working to get the outstanding balances down.

CAPITAL ACCOUNTS

The Capital Accounts report for September 2015 was passed with the Consent Agenda.

Interest on investments has gone up for the month of September.

MONTHLY INVOICES

Motion to remove Larry's Lincoln Auto from the list of payables and vote on separately passed unanimously. (Eric F-RL)

Motion to pay Larry's Lincoln Auto in the amount of \$287.54 passed unanimously. (RL-GH)

Commissioners Edward Fox and Eric Fox recused themselves from the vote.

Motion to approve payment of the remaining September 2015 Accounts Payable in the amount of \$267,317.43 and Direct Payments in the amount of \$306,903.77 passed unanimously. (Eric F-RL)

ABATEMENTS

a. Regular Monthly Abatements

Motion to approve the September 2015 abatements in the total amount of \$275.00 passed with the consent agenda.

- **Reversal of TON Fee - \$200.00**
- **Admin Fee Charged twice in Error - \$75.00**

ACCOUNT TRANSACTION REPORT

The September 2015 Account Transaction Report was passed with the Consent Agenda and will be placed on file.

CORRESPONDENCE –

- a. RIWWA Legislative Meeting – Passed with the Consent Agenda**

UNFINISHED BUSINESS

- a. Church Street – Manville Water Line Project – Status Update**

Superintendent Mendes updated the Commission on the project. The road has been reclaimed and the by-pass has been installed by W. Walsh Co. The by-pass has been cleaned and tested and the LWC has connected the by-pass to the homes affected by the water line repair work. Work to the line is expected to take 3 to 4 days to complete.

- b. Old River Road – 20” Water Line Replacement – Status Update**

Superintendent Mendes updated the Commission on the main replacement project. Sections of pipe have been fused together forming a 400’ length of pipe. Installation has begun and samples will be taken upon completion. The Superintendent advised that the project is moving along according to schedule.

NEW BUSINESS

- a. Skyview Drive – Request for Abatement of TON Fee**

This item was moved to and heard at the front of the meeting.

- b. Main Street Manville - Request for Abatement of TON Fee**

Superintendent Mendes addressed the Board regarding the request

for abatement of the TON fee for this customer. He requested consideration on the customers' behalf due to extenuating health issues and circumstances. Upon review of the customers payment history the Commissioners moved to abate the TON fee.

Motion to abate the TON Fee due to extenuating circumstances passed unanimously. (RL-GH)

c. William Lima – Employment Agreement and Private Contractors

This item was moved to and heard at the front of the meeting.

d. Expenditure of Water Commission Memorial Trust Funds

Superintendent Mendes presented the Commissioners with a quote to replace the current flagpole and create a plaque with the names of the Trust members. The funds were given to the Lincoln Water Commission by the Trust. The purpose of the funds is to be used in a way that will benefit all customers of the Commission. Commissioners have discussed the idea of a replacing the flagpole in front of the tank on Old River Road at previous meetings.

Costs to install a new 25' fiberglass flagpole with external halyard complete with all standard equipment, including Gold finial ball, pulley truck, polyester halyard, flag snaps, cleat, ground sleeve and decorative collar in a concrete foundation is \$1,630.00. The costs for three 5x8 ft. US Wind Star nylon flags are \$214.50.

Commissioner Lapierre requested that the flags are made in the U.S. The expenditure of any balance of the funds will be determined at a later date.

Motion to move forward with the replacement of the current flagpole with a 25' above ground pole passed unanimously.

e. Rate, Rules and Regulations of the Lincoln Water Commission

i. Section 1 – Water Bills – Amend

Superintendent Mendes advised that he will present previous ideas and recommendations for changes at the next meeting.

Motion to defer to the next regularly scheduled meeting of the Lincoln Water Commission passed unanimously. (RL- Eric F)

f. Outstanding Work Orders

Commissioners discussed past and present issues with the work orders on the Board. The Superintendent feels that with more flexibility with overtime the work could be accomplished, but that the utility crew is not interested in overtime all the time. A minimum crew of three is necessary to repair curb stops safely.

Commissioners requested that work orders be part of the Superintendents monthly report, listing how many are outstanding and how many have been completed each month.

CLAIMS –

There were no claims presented at the October 14, 2015 meeting.

NEWS ARTICLES –

There were no news articles for the October 14, 2015 meeting.

Prior to Executive Session the Commission reopened Public Comment to hear concerns from the Utility crew.

Motion to return to Public Comment passed unanimously. (GH-Ed F)

Crew members remarked about staffing, the new vacation policy and radio read meters.

Commissioners thanked the crew for coming.

Motion to return to the regular order of business passed

unanimously. (RL-GH)

EXECUTIVE SESSION

Motion to seek to adjourn to Executive Session per RIGL 42-46-5 (a) (2) to discuss the Policies Governing Benefits and Other Administration Functions for Union Employees – Construction Season passed unanimously. (RL-GH)

EXECUTIVE SESSION – PUBLIC VOTE

Motion to Seal the Minutes of the Executive Session passed unanimously. (RL-GH)

ADJOURN

There being no further business before the board the meeting adjourned at 9:00 p.m.